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ABSTRACT

The School District of Philadelphia has had a continuously maintained computerized data system for its 270,000 pupils since 1967. This paper outlines: the general procedures and descriptions of the file; the need for establishing a pupil data-base file; the systems products and services; its value to research and evaluation as well as to the overall decision-making process of the school district; the philosophy underlying the kinds of data elements contained in the system; the often overlooked staff and administrative commitments required for any successful automated pupil file, and the systems strengths, weaknesses, problems, and need to remain dynamic. (Author)

ED104943

AN INDISPENSABLE TOOL FOR RESEARCH AND EVALUATION: A FUNCTIONAL PUPIL DATA SYSTEM

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by:

Edward B. Penry, Director
Division of Administrative
and Survey Research Services
The School District of Philadelphia

TM 004 401

An Indispensable Tool for Research and Evaluation: A Functional Pupil Data System

INTRODUCTION

Unless decision makers in local educational agencies have at their disposal basic pupil identifying information concerning their total pupil population, decision making in many critical areas becomes, at best, an intuitive process. In 1967, there existed in Philadelphia an informational void of descriptive characteristics of the total pupil population and subsets of that population. Increasing reporting responsibilities to the federal and state governments, costly capital programs being undertaken at that time, a more informed budgeting planning system, and just plain good management dictated that this informational void must be filled.

One would be very hard pressed to say at what point the size of a school system would mandate a transition from a manually maintained central pupil file to an automated file. Certainly, school systems of more than 25,000 pupils, which are more or less urban in nature, and are of a multi-ethnic makeup would have the need for a computerized pupil data file. In Philadelphia for example, with 268,000 pupils, how could we, without our pupil data system, even begin to respond to informational needs such as: How many pupils, by race and grade level, reside in the area bounded by streets A,B,C, and D?; or Who are the pupils, by grade level, attending these particular schools who live outisde of the schools' defined attendance areas?; or Provide a list of all pupils, by school and grade level, who reside more than a mile from their school of attendance; or Provide a distribution of all pupils enrolled in the Follow Through program, by model, of their 1974 achievement level as measured by the California Achievement Test; etc.

As the size of a school district increases, so do the number and complexities of the problems encountered and the need to have a functional automated pupil data base becomes a requirement of sound educational management. Such a data base system can no longer be considered a luxury.

This paper defines a functional pupil data system as a computer managed storage and retrieval system of selected pupil identifying data which is simplistic in design and maintenance, and whose primary function is to provide aggregated pupil information but with the operational capability to meet certain individual pupil reporting requirements of the school system.

HISTORICAL PERSPECTIVE

In 1967 then, in order to meet the informational requirements of the School District, the Office of Research and Evaluation was charged with the responsibility of developing and managing a pupil data base file.

During the initial planning, and continuing through the ongoing development of our pupil data base file, or Pupil Directory System as we refer to it in Philadelphia, considerable thought has been directed toward the problem concerning which individual pupil data elements had to be collected, stored, and maintained in order to meet the informational needs of research and of the school district. An important consideration in this thinking was, of course, our need to justify to an ever increasing number of concerned individuals and agencies the need for the selected data elements to be collected, stored, maintained and available for computer access and analysis. It was, therefore, a key decision at the very onset of this project, that the Pupil Directory System would contain only basic pupil identifying data and that it would not contain any subjective data or data which could be considered sensitive or prejudicial to the pupil. One of our reasons for selecting the name of Pupil Directory System was that we felt it was much less emotionally charged than a name like

Pupil Data Bank or some other similar term. It is interesting to note that the federal government in their Privacy Rights of Parents and Students Act of 1974 refers to the kinds of data we have collected and stored in our file as "directory information." Furthermore, the recent federal legislation and proposed Pennsylvania State legislation have in no way required us to revise our technical system, data elements, or standard outputs. While we can access an individual pupil's record by using an unique identification number, the original design of the Pupil Directory System was, and still is, to provide aggregated pupil data.

The original data elements collected for each pupil in 1967 were: name, address, birthdate, sex, race, school, grade, and homeroom number. In addition to these data, the computer issued an unique identification number to each pupil and the federal census tract and block associated with the pupil's address. The identification number is a number that the pupil retains throughout his stay in the Philadelphia public school system. If a child leaves the system to return at some later point in time, the data system has the ability to recognize this fact and reestablish the child's old number. Since 1967 the only additional data elements added to each pupil's record have been home telephone number, apartment number, and zip code. With these few key pupil data elements, the Pupil Directory System is able to provide a host of reports, services, and informational resources to all areas of the school district.

Initially, the task of developing the computer application of our Pupil Directory System was contracted to an outside consultant. This gave the Office of Research a great deal of flexibility during the learning process and allowed us to be very responsive to the changes which evolve from a growing and dynamic data system. This approach permitted us to concentrate on the really difficult aspect of implementing and maintaining such a data system --

the human aspect. The technical computer considerations of the project, while difficult, were manageable. They could be carefully and precisely defined and solved by competent technical staff. The administrative, logistical, and data collection aspects, however, presented completely different kinds of problems and some real challenges. People dealing with people and people trying to deal with an automated (impersonal) data system, present an entirely different set of problems not encountered when technical staff program a machine to perform in a predetermined manner. Many of the human related problems are difficult to define and all too often, trying to come up with solutions for them appears to be more like wrestling with smoke than well thought out problem solving methods.

Three years ago, when the School District's Division of Data Processing assumed complete control of the computer aspects of the system, all of our previous experiences allowed us to make major changes in the data collection and maintenance components without sacrificing any of the system's capabilities. In fact, the overall pupil data system increased greatly in its efficiency and effectiveness. In order to maintain the administrative continuity and experience, the overall management of the system remained with the Office of Research and Evaluation.

Our current file and its uses have not remained an exact replica of that which was planned and implemented over seven years ago. As with any system, use dictated change. As we got experience, we learned. As we learned, we grew. And as we grew, we changed. The computer systems and programming applications had to change when better and more efficient methods of data collection and file maintenance were developed. More uses were found to which the data could be put and the requests for data aggregated in any number of different ways increased considerably from all sectors of the school system.

A very important basic tenent on which our Pupil Directory System was built was not violated in any of our redesign and expansion activities. We retained the policy that the Pupil Directory System would be tied to existing reporting procedures and that the reporting activity itself represented a manageable extension of those procedures. We did not ask the schools to collect and provide any data in addition to that which was already collected, reported, and readily available. Furthermore, we returned to the schools products and services which more than compensated them for their invested time and effort.

SYSTEMS DESCRIPTION

The following is a brief, non-technical description of the Pupil Directory System:

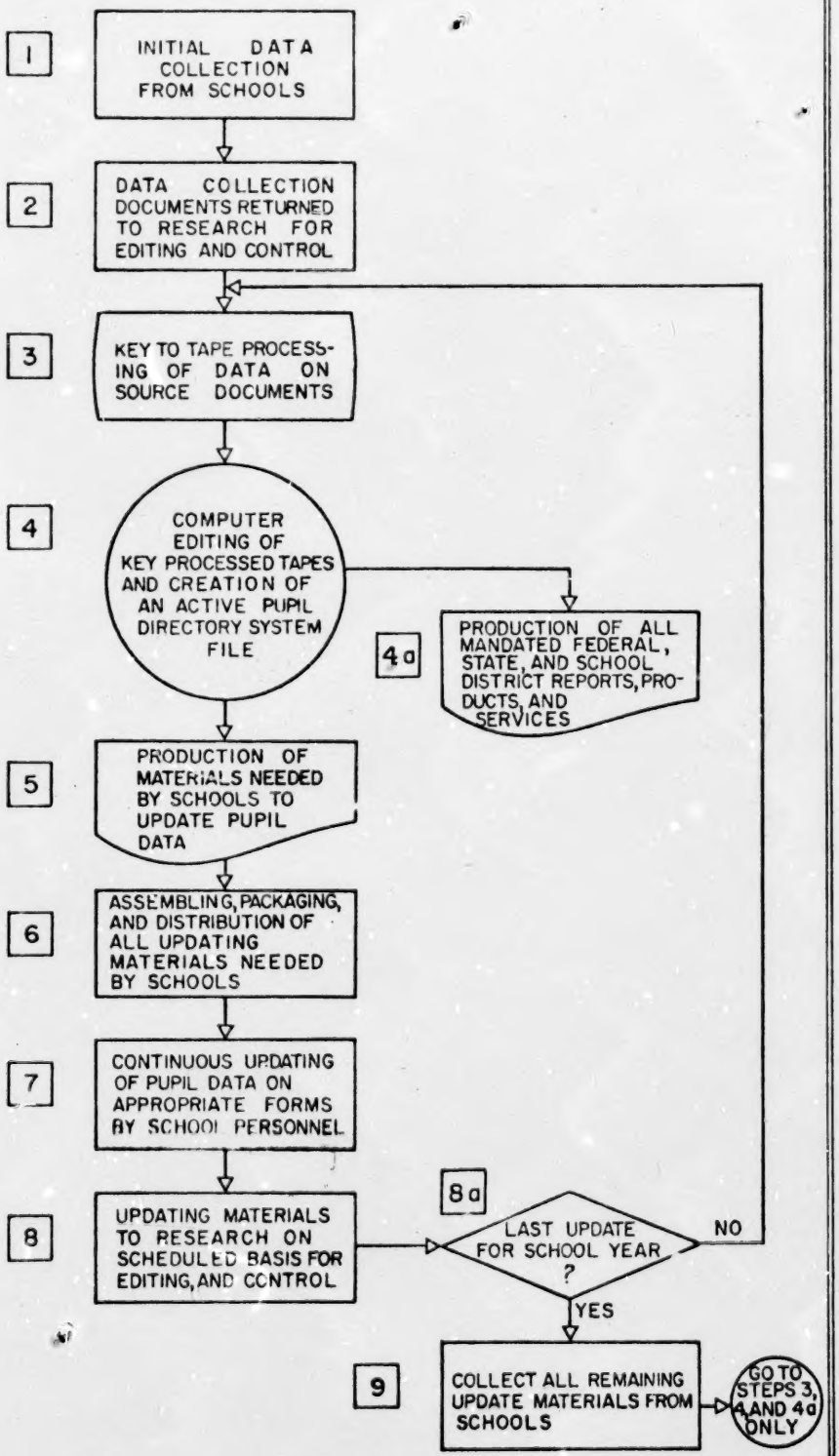
- It is a magnetic tape file system operating on an IBM 370/145 computer.
- The data system requires two additional pieces of peripheral equipment in order to function: a burster and a decollater.
- It needs 38 different programs (mostly written in COBOL) just to create the file, maintain it, and produce the standard reports throughout the course of the school year. (This is exclusive of interrogations of the file to meet special needs.)
- During the course of a school year, it requires approximately 200 hours of computer time. (Again, this is exclusive of the special file interrogations.)
- The system is made up of a master file containing every pupil who was ever issued an ID number and an active file containing only those pupils currently on roll in the school district. (See the Appendix for a record description.)

- The Research staff requirements to support the system are: A research director (half time), one research associate (full time), one re-research intern (half time), a pupil accounting assistant (three-quarter time), and a statistical clerk (full time), plus secretarial support and a varying number of per diem clerks hired at different points in time throughout the year to handle peak load situations.
- Data Processing's staff involved in maintenance of this file include: A senior systems analyst (three-quarter time), a systems analyst (full time), the equivalent of three and one-half full time programmers, and operations' personnel (i.e., computer operators and other personnel to man the burster and decollater).
- The system presently requires the keying of 88 characters of information for each of the school district's 268,000 pupils each September and then the keying of new admits and change information during the course of the school year accounting for another 195,000 records. Only about 20 percent of this number require the keying of the full 88 characters. This keying is a key to magnetic tape operation, and because of the volume and stringent time requirements, it is contracted to outside key processing firms.
- The Pupil Directory System requires very close cooperation with other departments in the school district in addition to Data Processing. The Transportation Division insures the orderly and timely pick up and delivery of pupil update materials to and from the schools. The Office of Personnel insures that per diem clerks, meeting our requirements, are screened, processed, and hired in time to meet our peak

volume needs. The Purchasing Division plays a key role in contracting with key processing vendors and insuring prompt delivery of the continuous forms needed by the system.

Procedurally, the flow of the system starts with its re-initialization each September by collecting the data elements on all pupils enrolled in the school district. The forms containing the pupil data are sent to the Office of Research where they are carefully edited and logged into a control register. The data are then sent to the key processing vendor(s) to be keyed directly on to magnetic tape. With the completion of this activity, the Division of Data Processing processes the tapes and creates the active file and the master file. From the active file all mandated reports, products, and services are produced, followed immediately by the production of the materials needed by the schools to maintain their file. These materials are assembled, packaged, and sent to the schools. The schools then enter new admits and change information on the appropriate forms throughout the updating period and send them in for processing on a scheduled basis. The cycle starts again with needed updating materials being produced for the schools.

PUPIL DIRECTORY SYSTEM PROCEDURAL FLOW


1
INITIAL DATA COLLECTION FROM SCHOOLS
2
DATA COLLECTION DOCUMENTS RETURNED TO RESEARCH FOR EDITING AND CONTROL
3
KEY TO TAPE PROCESSING OF DATA ON SOURCE DOCUMENTS
4
COMPUTER EDITING OF KEY PROCESSED TAPES AND CREATION OF AN ACTIVE PUPIL DIRECTORY SYSTEM FILE
4a
PRODUCTION OF ALL MANDATED FEDERAL, STATE, AND SCHOOL DISTRICT REPORTS, PRODUCTS, AND SERVICES
5
PRODUCTION OF MATERIALS NEEDED BY SCHOOLS TO UPDATE PUPIL DATA
6
ASSEMBLING, PACKAGING, AND DISTRIBUTION OF ALL UPDATING MATERIALS NEEDED BY SCHOOLS
7
CONTINUOUS UPDATING OF PUPIL DATA ON APPROPRIATE FORMS BY SCHOOL PERSONNEL
8
UPDATING MATERIALS TO RESEARCH ON SCHEDULED BASIS FOR EDITING, AND CONTROL
8a
LAST UPDATE FOR SCHOOL YEAR ?
NO
YES
9
COLLECT ALL REMAINING UPDATE MATERIALS FROM SCHOOLS
GO TO STEPS 3, 4 AND 4a ONLY

COMMENTS

1 Schools are given 10 days to provide the necessary data. (See materials in fall update section in the Appendix.)

2 All source documents are serial numbered and recorded in a control register. All source documents are thoroughly edited by six full time staff and six trained par diem clerks. This operation involves data from 280 schools on which 268,000 pupils are recorded on over 17,000 forms.

3 The magnitude of this task and the time frame involved, requires it to be contracted to outside keyprocessing firms.

4 Application of 22 different computer programs, requiring about 25 hours of processing time.

4a First priority within the Pupil Directory System after the updated file has been created is the production of all mandated reports, products, and services.

5 This activity requires approximately 90 hours of computer time and 50 hours of bursting time. The materials produced include Form S 68 (See Appendix) and error reports of pupil data for correction by the schools.

6 See materials in maintenance update section of the Appendix. Requires approximately six clerks, six days to assemble and package all materials. S 68 forms are put in special 2½" three ring binders in alphabetic sequence by pupil name.

7 This is a day-to-day reporting responsibility of the schools. As changes in pupil data are known, they are recorded on the appropriate documents in preparation of the next update.

8 All change data and new admits are submitted.

9 <u>All</u> Pupil Directory System materials are collected from the schools in June, stored centrally over the summer, and are prepared for their return to the schools in the fall.

SYSTEMS APPLICATIONS

What are some of the products and services realized from creating and maintaining such a data system? What makes it such an indispensable tool for research and evaluation and the school district in general?

Examples of the kinds of services provided to the individual schools include the preprinting of pupil identifying information by computer on a number of forms used by schools. This, of course, saves the teachers and secretaries countless hours of manually copying the information and greatly increases the accuracy and legibility of the forms. At their request, principals are provided with listings of their pupil population in most any form they wish to assist them in their diversified responsibilities. Another important service the Pupil Directory System provides to the schools concerns the central production of many of the federally and state mandated reports formerly done by the schools. To the best of my knowledge, we were the first school system in the country to complete our federal reporting requirement concerning the racial distribution of our pupil population by providing the Office of Civil Rights with a magnetic tape containing all of the data. Likewise, we were the first school district in the State of Pennsylvania to complete our State pupil racial report by using the computer. The pupil data file is also used in conjunction with another computerized system to schedule parent/teacher conferences at the elementary level and to help the schools identify those pupils who are eligible for busing.

The decision makers of the school system are dependent upon the Pupil Directory's standard reporting outputs as well as special interrogations of the tape files, in order to get pupil data quickly and accurately to plug into

their decision making processes. The school district would be at a loss to develop and evaluate various desegregation proposals without the capability of identifying the numbers of pupils by race and grade level attending certain schools and residing within selected geographic areas. The Pupil Directory, by interfacing with other files, such as the City-Wide Testing Program and the Facilities Data System, is used by our Curriculum Office to develop and evaluate various alternative programs. The Pupil Directory, in conjunction with the State Department of Public Welfare tapes, accurately reports the percentage of pupils, by school, who are from low income families as required by our annual application for Title I funds. Let me emphasize that we do not identify individual children as coming from a low income home nor do we place any indicator on their file that would identify them as such. We only report aggregated data. The Pupil Directory provides the Superintendent's Management Information Center with key pupil data, and assists our Administrative Services Office in documenting our case for receipt of special federal and state funds.

To the Office of Research and Evaluation, the Pupil Directory System represents an indispensable tool without which many of our responsibilities would be very difficult, if not impossible to achieve.

Both current and longitudinal pupil data are, of course, mandatory in any program evaluation and our pupil data system assists our evaluation teams in this regard. The need for an automated pupil data system in the computer production of pupil identifying information on standardized test answer sheets is fairly evident when one considers that this information must be entered in machine readable format on the answer documents for 180,000 of the school district's 268,000 pupils. This insures accuracy and legibility, facilitates scoring, and precludes the possibility of the pupil's responses ever being attributed to someone else.

The sample selection capability of the Pupil Directory System allows us to draw almost any kind of sample from our pupil population for research studies. Without this capability, it would greatly reduce the effectiveness of many of our studies. A good example of the critical roles the computer and pupil data file play in sample selection is demonstrated by the particular problem we face when surveying our high school graduates each year. We know from past history that we can expect a much higher response rate to our survey from whites than from blacks and from females as opposed to males. We must, therefore, select a weighted sample including proportionately more blacks and more males than are found in the total pupil population. Our resulting responses have given us samples of each graduating class that represent their corresponding universes by race and sex as well as by school and program.

The Pupil Directory System acts as a parent file for special subsystems. Pupils in the Follow Through program, Day Care program, and enrolled in the various Special Education programs are all on separate magnetic tape files designed to meet the data and evaluation needs peculiar to those programs. The Pupil Directory System provides these subsystems with basic pupil identifying data and with the new admissions and withdrawals to the various programs. The subsystems themselves collect, store, and output a great deal of additional data than are stored in the parent Pupil Directory file.

The Office of Research and Evaluation has the sole responsibility for providing the superintendent, associate superintendents, and district superintendents with pupil data on a geographic basis. In addition to these data being used for desegregation plans as mentioned earlier, they are essential when establishing new school attendance boundaries and in revising existing boundaries. In a city the size of Philadelphia, one cannot arbitrarily change

a school's attendance boundary without knowing fairly precisely the impact it will have on the pupil population of that school as well as on neighboring schools.

Many of the products and services emanating from the Pupil Directory System are interrelated with the needs of many different beneficiaries. For example, the collection, maintenance, and reporting of the pupil racial data are mandated by state and federal reporting requirements; the same data are also needed by central administrative staff to foster integration and as a management informational requirement; the Office of Research and Evaluation needs the data in program evaluation and sampling techniques; and the Curriculum Office needs the same data to develop specialized instructional programs.

COMMITMENT

A school system must be totally committed to provide the necessary resources in terms of staff, hardware, materials, and policy support if a pupil data base system is to become a reality, and if it is to survive.

Providing the necessary staff, hardware, and materials can mean making a sizable financial commitment, but it is a situation that can be understood when viewed in terms of the dividends to be realized from the investments made. Policy commitment is, however, another story and it is a management commitment that requires something more than just lip service. This is particularly true in a large urban school system that has a strong and effective teacher/secretary union and, as is the case in Philadelphia, where the principals also have a strong bargaining association.

A firm, understandable, and consistent policy support is mandatory from the very start of the project when people are most resistent to change, and continuing through the day-to-day operational phase when they may tend to grow lax. If a pupil data system is to survive, schools must provide it with accurate and complete information on a scheduled basis.

Any data system is dependent upon the data input source for its viability. While a data system strives to build a cooperative working relationship by providing needed products and services to its beneficiaries, there will always be the proverbial ten percent who either do not get the message or who are inherent recalcitrants.

If the data system does not have the necessary administrative clout behind it to insure full and continued compliance, the system will quickly come un glued at its must vulnerable point - the data input source.

CONCLUSION

Much of the success of this important data resource can be attributed to the careful planning that has always been a part of this project, the careful attention to detail, and the high priority placed upon it as a service oriented tool for all levels of management. Personally penned notes by central staff made on the impersonal computer printouts of error conditions which go back to the schools for correction, give both praise where it is due and suggestions on ways the schools can improve on their reporting responsibility. It tends to humanize an otherwise dehumanizing activity. The speed with which the Pupil Directory System can respond to requests for data which are not readily available from any other source has also played a big part in the system's success story. In most cases, the system has the capability to respond to special interrogation requests on an overnight turnaround basis.

All things considered, the philosophy by which we operate goes something like this, "The more the Pupil Directory System can do to meet the informational needs of its clients, particularly at the individual school level, the greater will be its support and the more viable it will become."

While we are not suggesting that our Pupil Directory System represents the ultimate in a pupil data base system, we do feel that our concern for, and attention to, the human and logistical aspects of creating and maintaining such a system are worthy of study by those school districts thinking about developing their own automated pupil data base. Philadelphia does not have a "fourth generation" system referred to in the recent literature. It is, however, a very functional system which is simplistic in design and it is one that works. It is one that provides information for analyzing and solving real-world problems. Because of this, it is considered to be an indispensable data resource to the School District of Philadelphia and to the Office of Research and Evaluation.

APPENDIX

PUPIL DIRECTORY SYSTEM

DATA RECORD LAYOUT

DATA SHEET

File	Analyst S. Schrager	Run	Date
A8285S	Progmr.		2/5/74

DESCRIPTION:

PUPIL DIRECTORY ACTIVE FILE (with child care field)

FILE SEQUENCE			DISPOSITION
[X] Input	Volume 270,000	Frequency	DATA LEGEND: 0 Numeric, 1 Alpha, 2 Alphanum, 3 Fixed, 4 Variable, 5 Right Just, 6 Left Just, 7 Zero Fill, 8 Space Fill, 9 Sign Pos.
[X] Output	Blocking 10	Max. Block Size 1250	

ITEM NO.	ITEM DESCRIPTION	ITEM SOURCE	% OCCURRENCE	NO. OF CHARACTERS MAX	CUM. MAX	AVG.	DATA
1.	STUDENT ID #			7	7		
2	STUDENT NAME			24	31		
3.	BIRTH DATE (MMDDYY)			6	37		
4.	SEX			1	38		
5.	ADDRESS						
	HOUSE #			5	43		
	DIRECTION			1	44		
	STREET NAME			18	62		
	STREET TYPE			3	65		
	APARTMENT #			5	70		
6.	SPACES			2	72		
7.	SCHOOL # (REG. OR CHILD CARE)			3	75		
8.	GRADE			3	78		
9.	SPACES			2	80		
10.	RACE (0,1,2,3 or 4)			1	81		
11.	SORT CODE (SEX, LEVEL, EVEN/ODD)			3	84		
12.	TRACT-1960			3	87		
13.	BLOCK-1960			3	90		
14.	ZONE			2	92		
15.	TRACT-1970			3	95		
16.	SPACES			2	97		
17.	BLOCK-1970			3	100		
18.	SPACES			4	104		
19.	RSB			4	108		
20.	PHONE			7	115		
21.	CHILD CARE SCHOOL NO.			3	118		
22.	SPACES			7	125		

REMARKS:

TOTAL CHARACTERS OF INFORMATION: 125

PUPIL DIRECTORY SYSTEM

FALL UPDATE MATERIALS

THE SCHOOL DISTRICT OF PHILADELPHIA
BOARD OF EDUCATION
21ST STREET S. OF THE PARKWAY
19103

MATTHEW W. COSTANZO
SUPERINTENDENT

DAVID A. HOROWITZ
DEPUTY SUPERINTENDENT FOR INSTRUCTION

File No. 209
June 3, 1974

TO: All Principals

FROM: David A. Horowitz/Charles A. Highsmith

SUBJECT: Fall Data Collection for the Pupil Directory System

The purpose of this memo is to share with you our current plans to accomplish the fall update of the Pupil Directory System.

The annual fall update will be conducted during the two-week period commencing on September 30, 1974. The timing is about three weeks earlier than in previous years in order to respond to the State and Federal governments' mandated reporting requirements. Current plans do not call for any changes in the procedures used over the past two years to collect the required pupil data.

All schools will receive a complete packet of forms and instructions early in September. As in previous years, schools will be authorized a one hour early dismissal and an extra faculty meeting during the two-week period for the purpose of accomplishing this data collection effort.

Your continued support of this very important pupil data system is greatly appreciated.

EBP:bps

cc: District Superintendents

THE SCHOOL DISTRICT OF PHILADELPHIA
BOARD OF EDUCATION
21ST STREET & OF THE PARKWAY
19103

MATTHEW W. COSTANZO
SUPERINTENDENT

DAVID A. HOROWITZ
Associate Superintendent
for School Services

File No. 209
September 3, 1974

TO: All Principals

FROM: David A. Horowitz
Charles A. Highsmith

SUBJECT: Updating Pupil Directory System

As was done over the past several years, your homeroom teachers will be asked to provide certain information about each student assigned to their homerooms in order to collect the very important data needed to update the Pupil Directory System. During the week of September 16, you will receive an ample supply of forms on which to record the requested information and detailed instructions to accomplish this task. These documents have again been specifically designed for this project and should help to facilitate your efforts.

In order to provide the time required to record the needed information, schools have been authorized to schedule an extra faculty meeting on a date most convenient to them between September 30 and October 11. The data collection effort must be done on or before Friday, October 11, 1974, and returned to the Division of Administrative and Survey Research Services via Pony Express no later than October 14, 1974. Because of State and Federal requirements, the data are being collected three weeks earlier this year. Other than this change, the fall update procedures are essentially the same as in past years.

Please make all of the necessary arrangements to dismiss your pupils one hour early on the day you elect to have your extra faculty meeting and have your homeroom teachers record this important information during that hour.

The importance of this project cannot be overemphasized. As you are well aware, the Pupil Directory System is an essential informational resource to principals, district superintendents, and central administrators in preparing Federal and State reports, producing computer rollbook leaves, determining school feeder boundaries, documenting requests for additional Federal subsidies, preparation of answer documents for the city wide testing program, and determining concentration of low income pupils used in Title I eligibility. Your full cooperation is earnestly requested.

If you have any questions concerning this project, please contact Edward B. Penry or Deborah Kraisler. They can be reached by calling 448-3781.

EBP:bps

cc: Dr. Matthew W. Costanzo
Dr. Robert L. Poindexter

THE SCHOOL DISTRICT OF PHILADELPHIA
BOARD OF EDUCATION
21ST STREET N. OF THE PARKWAY
19103

MATTHEW W. CONTANZO
SUPERINTENDENT

DAVID A. HOROWITZ
Associate Superintendent
for School Services

File #209
September 16, 1974

TO: All Principals

FROM: David A. Horowitz
Charles A. Highsmith

SUBJECT: Pupil Directory System Updating

The enclosed forms are to be used in providing the requested information needed to update the Pupil Directory System as described in Mr. David A. Horowitz' and Mr. Charles A. Highsmith's letter of September 3, 1974 (File #209).

The following general instructions are to be used in accomplishing this project:

1. An extra faculty meeting has been authorized for all schools to record this information between September 30, 1974 and October 11, 1974. A one hour early dismissal is authorized for that extra faculty meeting.

2. Be sure that each one of your homeroom teachers receives enough Pupil Directory Listing forms (FORM S 69 - dated September 1974) to record all of the pupils enrolled in his/her class. Each teacher should also receive a copy of the SAMPLE FORM S 69. Instruct your office staff to to dispose of all Pupil Directory Listing forms (S 69) dated prior to September 1974. Complete instructions for teachers are detailed on the reverse side of the Pupil Directory Listing form.

3. Each homeroom teacher must record all of the students assigned to his/her homeroom on these forms. Please be sure that all students on roll in your school and annex(es) are listed. This also includes those rollbooks maintained in the school office.

4. Teachers with multigrade classes (i.e., more than one grade represented in a given homeroom), should use the same form for all grades, but care must be exercised when entering the pupils' grades in Columns 82, 83, and 84.

5. The following points should be noted when filling in the pupils' Room, Section or Book Number field (RSB-Columns 85 through 89).

   a) In the senior high schools, the pupils' advisory number should be entered in the Room, Section or Book Number field.

   b) In the junior high schools, the pupils' section number should be entered in the Room, Section or Book Number field.

c) In elementary schools, the pupils' room number as indicated on the door of the room should be entered in the Room, Section, or Book Number field.

6. In the senior high schools and junior/middle schools as well as in the elementary schools, it is imperative that pupils in Special Education have the appropriate Special Education designation entered in the Grade or Type of Class field (Columns 82 through 84).

7. Before sending the completed forms to Administrative and Survey Research Services, please insure that each form has a school name and school number clearly entered, that all forms are legible, and that you have completed forms for each one of your homerooms.

8. All of the completed forms must be returned to the Division of Administrative and Survey Research, Room 402, Administration Building, no later than October 14, 1974. It would be of great help to us if the completed forms were sent in grade order. Please send the forms in the envelopes that are provided herein.

9. If you have any questions concerning this project, please call 448-3781, 3782, 3730, or 3181.

EBP:sw
Enclosures

cc: School Secretaries

THE SCHOOL DISTRICT OF PHILADE

PUPIL DIRECTORY LISTING FORM

1. Fill in school name and school code number on each sheet used.
2. Print using CAPITAL LETTERS; place only one character per box; please use pencil.
3. FOR THE INITIAL FALL UPDATE, teachers must enter requested information for all pupils on roll in their homeroom. FOR SUBSEQUENT MONTHLY UPDATES, school office personnel must record requested information only for newly admitted pupils regardless of source.
4. Be sure to record the seven (7) digit I. D. # from the computer produced roll leaf if available.
5. Enter race code for all pup
6. Refer all questions concern

PLEASE READ THE DETAILED INSTRUCTIONS ON THE REVERSE SIDE

	Pupils Seven Digit Identification Number	Pupil's last name, space, first name, space, initial (s). Do not separate last name prefixes like Mc, Mac, St, Van, from remainder of name.	Birth Date Mo. Day Yr.	Sex M or F	Race	House No.	N S E W (if used)	Street name: Sp printed S S T &c than 10 insert a
	1	8	32	38	39	40	45	46
1		AMES JONATHON L	081960	M	0	705	N	MTVERN
2	1841379	DANGELO ANTHONY X F	051859	M	0	1977	E	MCCLEL
3	2888254	DONALDSON CHARLES J JR	010561	M	1	11204	S	ONEILL
4	1507003	DWYER ROBERT H III	031359	M	0	4517		MCMICH
5	2104155	JOHNSON BYRON O	090660	M	1	3343	W	SCHOOL
6		LA-VANE SAMUEL C	012058	M	1	5722		OLDSEC
7	2963220	MARTINEZ JOSE L	122260	M	2			STENTO
8	1046465	MCNAMARA TIMOTHY R	103061	M	1	3300		DIMARC
9	2998136	PARKER J EDWARD II	050666	M	0			METHOD
10		WHITEOAK JOHNNY	080559	M	3			USNAVY
11	1575913	ASHBURN BETSY	040961	F	0			EVERGR
12		ESTEVEZ MARIA	112959	F	2	70	W	MAY
13	1752133	GARDINER SARA	111559	F	1	3429		BALWYN
14	3652841	HOLLIS BARBARA ANNE	013061	F	0	6216	N	02ND
15	1248134	JONES MARTHA	123160	F	1	5712	S	F
16	2286218	MCDONALD SALLY	042559	F	0	1712		BENJAM
17	1994246	ONEILL ROSE MARIE	070960	F	0			PRESID
18	1006510	SMITH YOLANDA W	032959	F	1	2203	N	32ND
19	1013133	WONG SUSAN L	060561	F	4	2518	N	AMERIC
20	0480727	ZIMMERMAN RUTHANN	021460	F	0	1501		JOHNFK

SAMPLE

OOL DISTRICT OF PHILADELPHIA

PUPIL DIRECTORY LISTING FORM

5. Enter race code for all pupils as defined on reverse side.

6. Refer all questions concerning entries on this form to your Principal or to Administrative and Survey Research, 448-378!

HE DETAILED INSTRUCTIONS ON THE REVERSE SIDE

School Name SAMUEL GREENE

79 School Code Number 149

	Sex M or F	Race	House No.	N.S. E.W. if used	Street name: Spell carefully. For numbered streets print as S 5TH, S 52ND, S 52RD, S 54TH. If the number is less than 10, insert a preceding zero (print 3RD as 03RD)	ST, PL, RD, BLV, etc.	Apartment # or Building Designation	Telephone Number	Grade or Type of Class	Room, Section or Homeroom Number (HSB)	
	38	39	40	45	46	64	67	72	82	85	
	M	0	705	N	MT VERNON	AVE		GL7 5747	05	213	1
	M	0	1977	E	MCCLELLAN	ST	102B	DA4 2654	05	213	2
	M	1	11204	S	ONEILL	RD		EV7 3123	0[illegible]	213	3
	M	0	4517		MCMICHAEL	ST	A		05	213	4
	M	1	3343	W	SCHOOLHOUSE	LA	1016	VI3 9124	0[illegible]	213	5
	M	1	5722		OLDSECOND	ST		SH8 2124	05	213	6
	M	2			STENTONCHILDCENTER				05	213	7
	M	1	3300		DIMARCO	DR	1232C	NE4 6295	C[illegible]	213	8
	M	0			METHODIST HOME				05	213	9
	M	3			USNAVY BASE		658		05	213	10
	F	0			EVERGREEN TOWERS APT		10	GL7 3891	0[illegible]	213	11
	F	2	70	W	MAY	CRT		7218359	05	213	12
	F	1	3429		BALWYNNE PARK	RD		DA4 3644	05	213	13
	F	0	6216	N	02ND	ST	2C	WA3 1723	03	213	14
	F	1	5712	S	F	ST			05	213	15
	F	0	1712		BENJAMIN FRANKLIN	PKW	904	BA8 5108	05	213	16
	F	0			PRESIDENTIAL APT		321	DE8 7351	05	213	17
	F	1	2203	N	32ND	ST			05	213	18
	F	4	2518	N	AMERICAN	ST		257 1880	0[illegible]	213	19
	F	0	1501		JOHN F KENNEDY	BLV	JB6	HA4 0711	0[illegible]	213	20

SAMPLE

THE SCHOOL DISTRICT OF PHILADE

PUPIL DIRECTORY LISTING FORM

1. Fill in school name and school code number on each sheet used.
2. Print using CAPITAL LETTERS; place only one character per box; please use pencil.
3. FOR THE INITIAL FALL UPDATE, teachers must enter requested information for all pupils on roll in their homeroom. FOR SUBSEQUENT MONTHLY UPDATES, school office personnel must record requested information only for newly admitted pupils regardless of source.
4. Be sure to record the seven (7) digit I.D. # from the computer produced roll leaf if available.
5. Enter race code for all pup
6. Refer all questions concern

PLEASE READ THE DETAILED INSTRUCTIONS ON THE REVERSE SIDE

	Pupils Seven Digit Identification Number	Pupil's last name, space, first name, space, initial (s). Do not separate last name prefixes like Mc, Mac, St, Van, from remainder of name.	Birth Date Mo. | Day | Yr.	Sex M or F	Race	House No.	N.S., E.W., If used	Street name: Sp print as 5IST,52N than 10, insert a
	1	8	32	38	39	40	45	46
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

L DISTRICT OF PHILADELPHIA

L DIRECTORY LISTING FORM

5. Enter race code for all pupils as defined on reverse side.

6. Refer all questions concerning entries on this form to your Principal or to Administrative and Survey Research, 448-3781

TAILED INSTRUCTIONS ON THE REVERSE SIDE

School Name _____ School Code Number 79

Race 39	House No. 40	N,S, E,W, if used 45	Street name: Spell carefully. For numbered streets print as 51ST, 52ND, 53RD, 54TH. If the number is less than 10, insert a preceding zero (print 3RD as 03RD) 46	ST, PL, RD, BLV, etc. 64	Apartment # or Building Designation 67	Telephone Number 72	Grade or Type of Class 82	Room, Section or Book Number (RSB) 85	
									1
									2
									3
									4
									5
									6
									7
									8
									9
									10
									11
									12
									13
									14
									15
									16
									17
									18
									19
									20

28

HEADING INFORMATION

Fill in the school name and school code number on each sheet used.

PUPIL IDENTIFICATION NUMBER

Starting in Col. 1, enter the pupil's seven (7) digit identification number (ID) obtained from upper left hand corner of the computer printed rollsheet. THIS NUMBER MUST BE COPIED EXACTLY AS IT APPEARS ON THE ROLLSHEET. If the pupil does not have a 7 digit computer printed identification number, omit the first 7 columns.

PUPIL'S NAME

Using upper case letters only, print the last name starting in Col. 8, skip a single box, print the first name, skip a box, and print the middle initial. If there is more than one middle initial, leave a single empty box between each initial. If the pupil is always called by two names (e.g., Mary Jane), the middle name may be printed instead of an initial; otherwise just print the initial. If a first initial appears instead of a first name, print it following the last name; the pattern then would be the last name, space, first initial, space, middle name. Do not show a period after an initial or a comma after the last name. Last name prefixes such as MC, MAC, ST, DE, VAN should be followed immediately by the remainder of the name without an intervening box, period, or other punctuation. Show the hyphen in hyphenated names such as LA-VANE. Print "Junior" as JR following the middle initial. "The Second" or "The Third" would be printed in Roman numerals as II or III

BIRTHDATE

Starting in Col. 32, record the birthdate using two digits for each of the three parts of the date. For the months January to September and for dates from the 1st to the 9th, insert preceding zeros (e.g., 01 for the month of January, 02 for February). For example, the date March 9, 1957 would be recorded as 030957.

SEX

In Col. 38, record the student's sex, using an M (male) or F (female).

RACE

In Col. 39, enter the race code for each pupil:
1=NEGRO/BLACK, 2=SPANISH SURNAMED, 3=AMERICAN INDIAN, 4=ORIENTAL, or 0=OTHER.
If you are in doubt whether to code 1 or 2, code 2; 1 or 0, code 0; 3 or 0, code 0; 4 or 0, code 0.

HOUSE NUMBER

The house number is to be recorded starting in Col. 40. When listing house numbers, do not enter letter suffixes to the house number, such as A, B, etc., or fraction suffixes such as ½. If a student lives in an apartment building, print the street address of the building. If the apartment does not have an address containing a house number, leave the boxes for house number blank and print the name of the apartment building immediately followed by APT under "Street Name" with no intervening box (e.g., EVERGREENTOWERSAPT). Record institutions such as the Methodist Home or Stenton Child Center similarly to apartments (e.g., METHODISTHOME or STENTONCHILDCENTER).

DIRECTION DESIGNATION (NORTH-N, SOUTH-S, EAST-E, WEST-W)

Where used, print N, S, E, or W in Col.45. If the N, S, E, W designation is missing where one should be, record it if known.

STREET NAME

The name of the street on which the student lives should be printed in capital letters, one letter to a box, beginning in the box in Col. 46. SPELL CAREFULLY. Uniform spelling is imperative. There is sufficient room provided so that virtually all street names can be printed without abbreviation. The only street name abbreviations we would like you to use are MT for Mount and ST for Saint. Where a street name consists of more than one word, leave NO intervening box(es). Print the street name as one word (e.g., JOHNFKENNEDY, STJAMES, MTVERNON).

Do not use any p
51ST, 52ND, 53RD
the first box (e
record. If a nu
street name, as

TYPE OF STREET D

In the boxes beg
The standard abb

Type of Street Designation	Abb
Alley	
Avenue	
Boulevard	
Circle	
Court	
Drive	
Heights	

APARTMENT NUMBER

Starting in Col.
ignation (e.g.,

TELEPHONE NUMBER

Record the teleph

GRADE OR TYPE OF

Beginning in Col.
would be coded 0
would be coded 1
tion designation
assigned to a reg
subsidy purposes

The codes to be u

Type of Class
Braille
Cerebral Palsy
Child Care
Emotionally Distu
Hearing Handicapp
Learning Disabil
Multiple Handicap
Orthopedic Handic
Pre-Kindergarten
Remedial Discipli

ROOM, SECTION OR

Beginning in Col.
the same as the g

Do not use any punctuation in the street name. The numbered streets are to be recorded as 51ST, 52ND, 53RD, 54TH, etc. For the numbered streets below 10TH insert a preceding zero i the first box (e.g., [0][2][N][D], [0][3][R][D]), so that all numbered streets take 4 boxes to record. If a numbered street name is preceded by "New" or "Old," however, print out the full street name, as [O][L][D][S][E][C][O][N][D], rather than using numerals.

TYPE OF STREET DESIGNATION

In the boxes beginning in Col. 64, print the abbreviation for the type of street designation. The standard abbreviations you are to use are listed below. Do not record periods.

Type of Street Designation	Required Abbreviation	Type of Street Designation	Required Abbreviation	Type of Street Designation	Required Abbreviation
Alley	ALY	Lane	LA	Road	RD
Avenue	AVE	Mall	MAL	Row	ROW
Boulevard	BLV	Mew	MEW	Square	SQ
Circle	CIR	Park	PAR	Street	ST
Court	CRT	Parkway	PKW	Terrace	TER
Drive	DR	Pike	PK	Walk	WLK
Heights	HTS	Place	PL	Way	WAY
		Plaza	PLZ		

APARTMENT NUMBER OR BUILDING DESIGNATION

Starting in Col. 67, enter pupil's apartment number (e.g., [J][8][6][ ][ ]) or building designation (e.g., [6][5][8][ ][ ]). Where both are used, record building designation ONLY.

TELEPHONE NUMBER

Record the telephone number beginning in box 72.

GRADE OR TYPE OF CLASS

Beginning in Col. 82, enter the pupil's grade or type of class (e.g., morning kindergarten would be coded [O][A]; year one would be coded [0][1]; grade 8 would be coded [0][8]; grade 10 would be coded [1][0]). For pupils in junior and senior high school who have a special education designation (e.g., RES, RT), record the applicable designation even though the pupil is assigned to a regular graded advisory or section. This is very important information for subsidy purposes and for the Office of Special Education.

The codes to be used for the various types of non-graded classes are listed below.

Type of Class	Abbreviation	Type of Class	Abbreviation
Braille	BR	Retarded Educable Elementary	REE
Cerebral Palsy	CP	Retarded Educable Secondary	RES
Child Care	CC	Retarded Trainable	RT
Emotionally Disturbed	ED	Special English	SE
Hearing Handicapped	HH	Ungraded	UG
Learning Disability	LD	Visually Handicapped	VH
Multiple Handicapped	MH	Kindergarten	
Orthopedic Handicapped	OH	Morning class	OA
Pre-Kindergarten	PK	Afternoon class	OP
Remedial Disciplinary	RD	All day	OO

ROOM, SECTION OR BOOK NUMBER

Beginning in Col. 85, enter the pupil's room, section or book number (RSB). This number is the same as the group or room number entered on Form EH 14 (MONTHLY REPORT, TEACHERS).

PUPIL DIRECTORY SYSTEM

MAINTENANCE UPDATE MATERIALS

THE SCHOOL DISTRICT OF PHILADELPHIA
BOARD OF EDUCATION
21st STREET SOUTH OF THE PARKWAY
19103

MATTHEW W. COSTANZO
SUPERINTENDENT OF SCHOOLS

MICHAEL H. KEAN
EXECUTIVE DIRECTOR
RESEARCH AND EVALUATION

EDWARD B. PENRY
DIRECTOR
ADMINISTRATIVE AND SURVEY RESEARCH
(215) 448-3781

File #209
January 8, 1975

TO: All Principals

FROM: David A. Horowitz
Charles A. Highsmith

RE: Pupil Directory System

The enclosed materials are those which are needed to maintain the Pupil Directory System throughout the remainder of this school year. As you can see, the forms and procedures are the same as those used last year.

Detailed instructions and subsequent submission dates are included in each of the binders. It is most important that the instructions be completely understood by the school staff who will be working on a day to day basis with this material. Questions which cannot be answered at the school level should be referred to the Division of Administrative and Survey Research Services (Phone 448-3781).

All of the direct services provided to the schools from the Pupil Directory System are dependent upon the prompt receipt of complete and accurate update information from the schools during the balance of this school year. Such things as rollbook leaves, data used to determine schools' Title I eligibility, various pupil listings for individual school use, annual pupil census, etc., are all dependent upon accurate, up-to-date, and complete Pupil Directory System data provided by the schools.

We would also like to take this opportunity to commend all school personnel who were involved in the recent fall update. With very few exceptions, the information provided as a part of this reporting requirement was exceptionally well done.

Finally, please remember that the Pupil Directory System is an informational resource of basic pupil identifying data that is available to the schools to assist them in accomplishing their many responsibilities.

Thank you very much for your past help and cooperation. We look forward to working with you again this year on this most important project.

EBP:sw

cc: School Secretaries

DIRECTIONS FOR MAINTAINING PUPIL DATA

General

1. Pupil information listed on the accompanying Pupil Directory Information Forms (Tab Form S68) must be kept current at all times.

2. You should have one Pupil Directory Information Form (Tab Form S68) for each pupil on roll in your school. If you do not, enter the requested information for the missing pupils on one of the Pupil Directory Listing Forms (Form S69).

3. Additions and corrections to the data on a Pupil Directory Information form are to be submitted only on the pupil's perforated change tab.

4. Computer-produced listings of error conditions encountered in trying to correctly process pupils' records will be provided.

   The Unassigned Students' Listing shows students in your school who for some reason could not be assigned an I.D. number. You have not received tab forms for these students. For each student listed, enter all the requested information on a Pupil Directory Listing Form (Form S69).

   The Pupil Directory Error Listing indicates by asterisks data which may be invalid. You have received tab forms for the students on this listing. Check the validity of the starred data and, if it is incorrect or incomplete, correct this data on a perforated change tab.

5. Send in all new and change information for processing on the scheduled dates.

Detailed

1. As changes in pupil identifying information are known, PRINT the changes in the appropriate area(s), using capital letters, on one of the pupil's perforated change tabs. It is not necessary to enter the pupil's name unless it is being corrected or changed. The preprinted student I.D. number on each of the perforated change tabs will correctly identify the pupil.

2. For name changes or corrections, the pupil's full name (i.e., Last, First, Middle Initial) must be printed on the perforated change tab even if only one of the names is in error. Likewise, for corrections to birth dates, all six of the numeric characters must be entered in field (35) (FULL BIRTH DATE), even if only one character is in error (e.g., | 08 | 05 | 65 |).

3. If asterisks appear in the Race Code portion of the S68, enter the pupil's correct code in field (42) (RACE) as follows: 1 = Negro/Black, 2 = Spanish Surnamed, 3 = American Indian, 4 = Oriental, 0 = All Others.

4. If a student moves from an address with an apartment number or building designation to one without this designation, you can remove the apartment number or building designation only by writing five zeroes (00000) in field (70) (APT. NO. OR BLDG. DESIG.) of a perforated change tab for that student. Similarly, if a student moves from a place with a phone to one without a phone, or if a phone service is discontinued, the old phone number may be erased only by entering seven zeroes (0000000) in field (72) (TELEPHONE NO.) of a perforated change tab for that student.

5. If a pupil is dropped from your school roll, enter either the appropriate "0" drop code (see reverse side) in field (92) (DROP CODE) portion of the perforated change tab. If a pupil is transferred to another Philadelphia Public School, enter the receiving school code number (see accompanying aphabetic list) in field (89) (TRANSFERRED TO SCHOOL NO.) of a pupil's perforated change tab. After detaching the tab and placing it in the storage envelope, remove the balance of that pupil's Pupil Directory Information Form from the binder and discard. Do not send it to the pupil's new school.

(over)

6. It is recommended that all changes be recorded in the heading portion of the form so that the school will have a record of the information submitted on the change tabs for the Pupil Directory System.

7. Detach the perforated change tab immediately after the change has been recorded and store in envelope located in the front of each binder.

8. Record all new admits to your school (whether by transfer from another Philadelphia Public School or from any other source) on the Pupil Directory Listing Form (Form S69). Specific instructions to assist you in completing this form are on its reverse side.

9. After submitting these forms (Pupil Directory Listing Forms) each month for processing, you will receive a computer prepared Pupil Directory Information Form for each pupil you have listed. These must be filed in the three ring binder in their correct sequence immediately upon receipt.

10. Send all perforated change tabs and Pupil Directory Listing Forms containing entries to the Division of Administrative and Survey Research Services, Room 402 Administration Building, on the DATES FOR SUBMISSION SCHEDULE. Please use the pre-addressed, heavyweight transport envelope provided for this purpose. The same envelope will be returned to your school within a few days and will contain the computer prepared Pupil Directory Information Forms for new admits, and a computer listing of error conditions encountered in trying to correctly process these pupils' records.

11. For any questions not covered in these or accompanying instructions, please call 448-3781.

DROP CODES

Graduated 00G

Enrolled Elsewhere
- Transferred to parochial or private school in Philadelphia..... 01A
- Committed to correctional institution 01B
- Enlisted in Armed Services 01C
- Parents in Philadelphia or Office Roll 01D
- Enrolled in Job Corps 01E

Moved from District
- Moved from Philadelphia 02A
- Migrants 02B
- Runaway 02C
- Whereabouts unknown 02D
- Non-Resident (hospital rolls) 02E

Over Compulsory School Age
- Drafted into Armed Services 03A
- Involuntary withdrawal because of inability to adjust in school 03B
- Voluntary withdrawal because of inability to adjust in school 03C
- Marriage (over 17 years of age) 03D
- Probable employment 03E
- Needed at home 03F
- Pregnancy (without doctor's certificate) 03G
- Other: Not employed, not needed at home 03H
- High School Graduate (post-graduate pupils) 03X

General Employment Certificate (verified employment) 04A

Exemption Permit Issued:
- Domestic or Farm
- Marriage (under 17 years of age) .. 05A
- Own home, not married 05B
- Outside home 05C

Deceased 06A

Beyond 2-Mile Limit, Transportation Not Provided (never used) 07A

Under Compulsory School Age 08A

Mentally Incapacitated 09A

Physically Incapacitated
- Pregnancy (with doctor's certificate) 10A
- Emotional Disturbance 10B
- Other 10C

SCHOOL CODE NO. | SCHOOL NAME

PUPIL DIRECTORY INFORMATION FORM

123 BRYANT, WILLIAM CULLEN 1974-75

STUDENT ID	BIRTH DATE	SEX	RACE CODE †	LAST NAME	FIRST NAME	MIDDLE INITIAL
478-950-1	11-23-04	M	1	STUDENT	JOSEPH M	

STUDENT ADDRESS	APT. NO. OR BLDG. DESIG.	TELEPHONE NUMBER	SCHOOL NUMBER	GRADE	ROOM, SECTION, OR BOOK
1421 ARCH ST 19102		123-4567	123	05	203

† ASTERISKS INDICATE A MISSING OR INVALID RACE CODE IN THE PUPIL DIRECTORY FILE. PLEASE DETERMINE THE CORRECT RACIAL CODE (1=BLACK, 2=SPANISH SURNAME, 3=AM. INDIAN, 4=ORIENTAL, 0=OTHER) AND ENTER THIS INFORMATION ON A CHANGE TAB. SEE GENERAL INSTRUCTIONS FOR ADDITIONAL DETAILS.

PLEASE PRINT ALL CHANGES

(1) STUDENT ID	(8) PRESENT SCHOOL NO.	(11) FULL STUDZNT NAME (LAST FIRST INITIAL)	(35) FULL BIRTH DATE MO.	DAY	YEAR	(41) SEX	(42) RACE (0,1,2,3,4)
478-950-1	123						

(43) HOUSE NO.	(48) DIR. (N,S,E,W)	(49) STREET NAME	(67) STREET TYPE	(70) APT. NO. OR BLDG. DESIG.

(75) TELEPHONE NO.	(82) GRADE	(85) ROOM, SECTION OR BOOK NO. (RSB)	(89) TRANSFERRED TO SCHOOL NO.	(92) DROP CODE

(1) STUDENT ID	(8) PRESENT SCHOOL NO.	(11) FULL STUDENT NAME (LAST FIRST INITIAL)	(35) FULL BIRTH DATE MO.	DAY	YEAR	(41) SEX	(42) RACE (0,1,2,3,4)
478-950-1	123						

(43) HOUSE NO.	(48) DIR. (N,S,E,W)	(49) STREET NAME	(67) STREET TYPE	(70) APT. NO. OR BLDG. DESIG.

(75) TELEPHONE NO.	(82) GRADE	(85) ROOM, SECTION OR BOOK NO. (RSB)	(89) TRANSFERRED TO SCHOOL NO.	(92) DROP CODE

(1) STUDENT ID	(8) PRESENT SCHOOL NO.	(11) FULL STUDENT NAME (LAST FIRST INITIAL)	(35) FULL BIRTH DATE MO.	DAY	YEAR	(41) SEX	(42) RACE (0,1,2,3,4)
478-950-1	123						

(43) HOUSE NO.	(48) DIR. (N,S,E,W)	(49) STREET NAME	(67) STREET TYPE	(70) APT. NO. OR BLDG. DESIG.

(75) TELEPHONE NO.	(82) GRADE	(85) ROOM, SECTION OR BOOK NO. (RSB)	(89) TRANSFERRED TO SCHOOL NO.	(92) DROP CODE

(1) STUDENT ID	(8) PRESENT SCHOOL NO.	(11) FULL STUDENT NAME (LAST FIRST INITIAL)	(35) FULL BIRTH DATE MO.	DAY	YEAR	(41) SEX	(42) RACE (0,1,2,3,4)
478-950-1	123						

(43) HOUSE NO.	(48) DIR. (N,S,E,W)	(49) STREET NAME	(67) STREET TYPE	(70) APT. NO. OR BLDG. DESIG.

(75) TELEPHONE NO.	(82) GRADE	(85) ROOM, SECTION OR BOOK NO. (RSB)	(89) TRANSFERRED TO SCHOOL NO.	(92) DROP CODE

(1) STUDENT ID	(8) PRESENT SCHOOL NO.	(11) FULL STUDENT NAME (LAST FIRST INITIAL)	(35) FULL BIRTH DATE MO.	DAY	YEAR	(41) SEX	(42) RACE (0,1,2,3,4)
478-950-1	123						

(43) HOUSE NO.	(48) DIR. (N,S,E,W)	(49) STREET NAME	(67) STREET TYPE	(70) APT. NO. OR BLDG. DESIG.

(75) TELEPHONE NO.	(82) GRADE	(85) ROOM, SECTION OR BOOK NO. (RSB)	(89) TRANSFERRED TO SCHOOL NO.	(92) DROP CODE

35

FORM 568 PUPIL DIRECTORY INFORMATION - SCHOOL DIST OF PH A SEPT 197-

(1) BALTIMORE BUSINESS FORMS, INC PHILA PA 215-1500